



Tactical Engineer Equipment Licensing Program

**MSgt
Taylor**

Licensing Program

Terminal learning objective

Enabling learning objectives

Licensing Program

Method

Media

Licensing Program

Evaluation

Twenty-four question written exam

Safety/Cease Training

Purpose

To qualify, test and license tactical engineer equipment operators.

Implementation of its provisions will enhance selection and certification of qualified engineer equipment operators, an essential element to safe and efficient engineer equipment operations.

Applicability

- All Military personnel, government civilians and contracted employees, who are or may be assigned to part-time or full-time duties involving the operation of the tactical engineer equipment listed in Appendix A, shall be licensed IAW TM 11275-15/4 before being permitted to operate.
- Operator License will be issued to all personnel employed as regular, part time, or incidental operators upon completion of prescribed tests and attainment of qualifications contained in TM 11275-15/4

Applicability

- Every operator shall have in their possession an OF-346 while operating equipment
- OF-346 good for three years unless specified otherwise.
- OFFICERS are restricted from operating Tactical engineer equipment unless absolutely necessary for mission accomplishment.

Applicability

- Must be reflected in the Officers OQR.
- Rescinded upon termination of duty of transfer.
- An incidental operator is one whose primary duties do not involve operating engineer equipment, but who must occasionally operate engineer equipment.

Licensing Examiner

- Value of licensing program depends on the competency of the examiner.
- Shall have thorough knowledge of equipment capabilities, characteristics, operating techniques and test administration procedures and be checked periodically to ensure consistency of their test administration.
- Shall be designated in writing by the Licensing Officer as an additional duty.

Licensing Officer

- Shall be an Officer or Staff Non Commission Officer (GySgt or Above).
- Shall be designated in writing as an additional duty by the unit commander (Bn/Sqdn or Higher).
- Shall be knowledgeable in the operation of all tactical engineer equipment they have responsibility for.

Licensing Officer

- They are authorized to license for items of tactical engineer equipment that are currently listed on their units Table Of Equipment (T/O).
- Ensure part III of the application has been completed and sign this form.
- Ensure all data has been transcribed onto the of-346 and sign this as well.
- Inspect the Licensing examiner periodically to ensure consistency of test evaluations.

Questions ?

Q – What is an incidental operator?

A – One whose primary duties do not involve operating, but who must occasionally operate

Q – How are Licensing Officers and Examiners designated and by who?

A – In writing, Officer by Bn/Sqdn Commander, Examiner by Licensing Officer

Record Keeping

- The complexity of administrative record keeping techniques/procedures will vary with the activity level of the office.
- Procedures instituted by the unit will include at a minimum the following mandatory administrative files and transaction records:
- Tactical Engineer Equipment Operators History File
- License Log Book

History File

- Will be created for all licensed operators.
- It will contain all documentation on active operators and applicants.
- The file will be organized alphabetically by last name of applicants and will contain, in chronological order, the following information:

History File

- Applicants application for licensing
- Licensing Examiners interview notes
- Applicants tests
- Documentation of any special action taken
- Applicable copies of notification and letters
- They will be maintained for THREE YEARS following the last date of entry.

History File

- Date of next required action will be entered on the front cover of each file.
- Upon Transfer individuals will take there history file with them to their gaining unit.

License Log Book

- ▢ Any automated system may be utilized to meet this function; however, a locally produced hard copy will be maintained as a backup.
- ▢ Used when an OF-346 is issued to record the following data:
 - ▢ Applicant's rank and full name
 - ▢ License number
 - ▢ Issue date

License Log Book

- ▢ Specific item(s) of equipment listed by TAMCN and nomenclature
- ▢ Restrictions (corrective lenses and/or other physical limitations)
- ▢ Expiration date
- ▢ Licensing Officer signature
- ▢ Any license number system may be used as long as no two current licenses have the same card number.

License Log Book

- ▮ Will be retained for THREE YEARS following the last entry date.
- ▮ It is the responsibility of the licensing Officer to ensure licenses are current.

Questions To Class

Q - Personnel are licensed IAW:

A - **TM 11275-15/4**

Q - While operating, what must operators must have in their possession?

A - **OF 346**

Q - History folders are retained for how many years?

A - **3 years**

● **(BREAK)**

Application for licensing

- All applicants will submit there applications to the license examiner.
- The licensing examiner will ensure all basic medical, administrative and background information requirements are met.
- It is during this contact that the licensing examiner makes first evaluation of applicants ability to be a good operator.
- The licensing examiner will also make note of any limitations which may interfere with the applicants ability to operate safely.

Completing the Application

- The front of the application is shown in fig 3-1 while the back is shown in fig 8-1.
- The licensing examiner will assist the applicants in filling out the application.
- Ensure that items 1-8 are properly filled out with the complete spelling, to include middle name in item 1.
- Ensure that the applicants have signed and dated item 9.

Completing the Application

- Ensure that items 10 and 11 are properly completed according to category, type of license being requested and items of equipment to be licensed on.
- Ensure that the applicants CO or designated representative signs and dates item 12.
- Instructions for filling out the back of the application are located in chapter 8.

Practical Application

- Reference Tactical Engineer Equipment Operator Application.

Military Applicants/Duplicate License

- Refer to the applicants history file, license logbook, and/or Unit Diary entry for verification that the application held an OF-346 for items being duplicated.
- If the applicant has transferred from another unit check the SRB/0QR for verification.
- Once verified sign the application form and proceed with the licensing procedure. (This procedure should be followed regardless of whether the applicant has maintained their files)

Military Applicants/Duplicate License

- If verification is made, sign the application form and proceed with the licensing procedures.
- Chapter 8 discusses licensing procedures for a duplicate license.

Special Requirements

- Applies to Reservists, Recruiters, I&I staff and other personnel on independent duty.
- If reserve units do not have qualified officers/examiners or the necessary items of equipment within their unit, then licensing support should be provided at the Active training duty, formal school or adjacent units.

Administrative and Testing requirements by type of license

- Initial applicants must undergo all applicable tests and inquiries.
- Duplicate licenses require no testing when replacing one that was lost or destroyed. Issue in accordance with chapter 8.
- Expired licenses only require confirmation that physical requirements are met. Knowledge/awareness and skills test are optional at the Licensing Officers discretion.

Administrative and Testing requirements by type of license

- Upgrade license applicants must undergo all applicable tests and inquiries on equipment for which an upgrade is requested.
- Renewal of revoked licenses must undergo all applicable tests/inquiries. Knowledge/awareness and skills test are optional at the Licensing Officers discretion; however corrective action that caused the revocation will be verified.

Recording Action

- Establishes or updates the applicants history file.
- Initial entries should include the application and any medical information pertaining to the applicant.

Questions To Class

Q - Who makes the first evaluation of the applicant's ability?

A - **The Licensing Examiner**

Q - Who fills out the front of the application?

A - **The applicant with help from the licensing examiner**

Q - What is the test and inquiries requirement for Upgrade license applicants?

A - **ALL test and inquiries**

(BREAK)

Physical Requirements

- Applicants selected for licensing will be physically sound, have correctable vision to 20/20 (when applicable) and good mental and physical coordination.
- A physical by qualified medical personnel is a prerequisite.
- Poor attitude or mental instability are cause for disqualification.
- All physical standards except depth perception are given upon entry and during periodically scheduled physicals.

Physical Requirements

- Marines receive a Physical Health Assessment (PHA) every year within 30 days of anniversary of date of birth. As a result of the PHA, a full physical exam may be given.
- Refer to Section 4-4, Medical Referral Procedures, for personnel whose physical capabilities come into question between physical examinations.
- The following physical characteristics are not necessarily required for all tactical equipment.

Physical Requirements

- Visual requirements vary for specific equipment. Normal depth perception and vision correctable to 20/20 is required for all equipment associated with vertical and horizontal construction equipment.
- Vision – covers three specific areas
 - Acuity
 - Measures your ability to see details at a distance.
 - Requirement for this test is vision correctible to 20/20.

Physical Requirements

- If the applicants vision is not correctible to 20/20, then the applicant is disqualified.
- If the applicants vision is correctible to 20/20, specify the restriction on the back of the OF-346.
- Color Perception
 - Is not a requirement for operating engineer equipment.
- Depth Perception
 - Applicants are required to have normal depth perception.

Physical Requirements

- Any physical limitations which may restrict the operator, will be specified in the “Restrictions” box on the applicant’s license.

Obtaining medical information

- Prior to completing PART II of the application form, “examination results”, applicable medical information must be obtained. This applies to military applicants for initial and renewal licenses.
- The Example memorandum, fig 4-1, shall be used to obtain the needed medical information.
- The Licensing Examiner checks the appropriate entries, has the Licensing Officer sign the memo, and forwards it to medical for verification.

Obtaining medical information

- Recording the action.
 - When verification Has been received from the medical authority that the applicant meets the requirements, the Licensing Examiner makes the appropriate entry in block 13 of Part II of the application form.

Practical Application

Reference Tactical Engineer Equipment
Medical Memorandum.

Questions To Class

Q - Vision must be correctable to what?

A - 20/20

Q - What measures ability to see details at a distance.

A - Acuity

Q - What is the age requirement?

A - None, but the maturity of the individual should be taken into consideration

Equipment Knowledge/Awareness

- All physically qualified applicants must take an equipment knowledge/awareness test for an initial or re-licensing subsequent to revocation.
- The applicants must prove satisfactory knowledge/awareness of the specific equipment that the individual is applying for.
- Each applicant will be subject to examination in the following areas:

Equipment Knowledge/Awareness

- All Major components
- Operators manual and Lubrication Order.
- Preventive Maintenance Service.
- Safety Precautions.

Written/Oral Test

- Provides a means for determining the applicant's knowledge of data that should be mastered before the performance test is given.
- Standards for this test must be high.
- Procedures must be impartial and thorough to ensure desired results.
- No single exam is applicable for all equipment.

Written/Oral Test

- Under the supervision of the Licensing Officer, the Licensing Examiner will develop written/oral examinations using references (T&R Manual, Operators Manual) for all equipment in their command.
- Additional information may be obtained from the appropriate school or school's website. Appendix B contains examples.
- Procedures for development shall be in accordance with the Systems Approach to Training (SAT) manual.

Procedures of test administration

- The testing environment must be an area where the applicant can concentrate. If Possible, provide a comfortable area that is quit, free of distractions, and has proper lighting and ventilation.
- Prior to test administration, the Licensing Examiner will read the instructions provided at the top of the test and make sure everyone understand how to take the test. They must also be told the amount of time they have to complete the exam.

Procedures of test administration

- Each applicant must score at least an 80% to meet the minimum passing standard.
- An oral test may be given to personnel whose primary language is not English or personnel with reading deficiencies. It will be the same test as the written exam.
- During oral testing, the applicant will be tested individually and discretely so that other potential applicants cannot hear the questions being asked.

Procedures of test administration

- When testing more than one applicant at a time on the same equipment, distribute test forms with different questions and inform them that both tests are equal in difficulty.
- When applicants return to retest, ensure the test questions are different from those they had originally.
- The Licensing Examiner may develop an answer key for efficient scoring of each test.

Notifying Unsuccessful Applicants

- Applicants who do not pass the required knowledge/awareness test shall not continue with the licensing process.
- The applicant may return after at least 24 hours to be retested.
- The applicant must be provided remediation before retaking the exam.
- It is the responsibility of the Licensing Examiner to ensure that reference documents are resident in the unit.

Recording Action

- File all test forms in the applicants history file.
- DO NOT allow applicants to take copies of any test with them when they leave the licensing office.

Questions To Class

Q - Standards for the testing must be?

A - HIGH

Q - Each applicant must score at least what to meet the minimum passing standards?

A - 80%

Q - When can an applicant retested on the written exam?

A - At least 24 hours after failure.

Skill Performance Test

- Applicants who have met the physical requirements and passed the written test are eligible to take the skills performance test.
- The purpose of this test is given the license applicant an opportunity to demonstrate their ability to operate the equipment effectively and safely.
- Validation of previously passed skill performance tests may be required, at the Licensing Officers discretion, of new operators assigned to the unit.

Skill Performance Test

- Training of personnel is a continuous process and will include the following areas:
 - Equipment characteristics and components.
 - Safety procedures.
 - Publications, Forms, reports and equipment logbook.
 - Tools and equipment.
 - Fire prevention and firefighting.

Skill Performance Test

- Operator Maintenance.
- Starting, operating and stopping procedures.
- Field expedient repair and recovery operations.
- Washing, cleaning and decontamination operations.
- Hand and Arm signals.
- Emergency destruction.

Skill Performance Test

- There are 4 methods of training
 - Formal course, Correspondence courses, new equipment training, and on-the-job training.
- It is assumed because of the applicants training/experience that they are able to perform the various tasks called for by the skills test.
- These test require typical equipment operations and should be set up and administered with economical use of equipment, man-hours, and facilities.

Skill Performance Test

- Should be administered, if possible, in an area where equipment normally be operated.
- Because of the lack of particular equipment, applicants may have to go where the equipment is in order to take the exam.
- Applicants will be tested individually
- The test will consist of before, during, and after operations checks, and a demonstration of typical operations based off of the units METL.

Skill Performance Test

- Appendix C contains a sample skill performance examination.
- The licensing Examiner will read the instructions on page C-1 of TM 11275-15/4 to the applicant ensuring that the applicant clearly understands the testing procedure.
- The Licensing Examiner has the primary responsibility to stop the test when it is in the best interest of safety to do so. Write the specific reason for termination in the black lines on the checklist.

Skill Performance Test

- When the applicant is retested on a skill performance test, only the particular items check as unsatisfactory on the previous test are mandatory, items checked as satisfactory may be retested at the Licensing Examiners discretion.
- Applicants who fail the skill performance test will be critiqued at the time of failure as to the reason for failure.
- Corrective performance will be explained and/or demonstrated.

Skill Performance Test

- The applicant may be retested any time after 24 hours but within 14 days following the test date.
- At the end of the 14 day period the entire test should be retaken.
- Retain the applicants score sheet in the History File and mark "retest".
- Complete item 13 of part II on the application form.

Civilian Applicants

- Refer to chapter 7 when dealing with civil service and non-civil service employees requiring an OF-346

Questions To Class

Q - Can the skills testing be administered prior to the written exam?

A - NO

Q - What are the four methods of training?

A - Formal Courses, MCI Courses, NET, and MOJT

Q - Skills tests will be evaluated as what?

A - Satisfactory or Unsatisfactory

Licenses

- This applies to ALL successful applicants
- Complete the application;
- Part II, After receiving the Commanding Officers recommendation, ensure that all applicable test results and restrictions are entered in items 13 and 14 before signing items 15 and dating item 16.
- Part III, the Licensing officer signs and dates item 23, 24, and signs the front of the applicant's new OF-346.

Licenses

- The Licensing Officer will direct the applicant to provide their approved application to the SRB/OQR clerk for appropriate page 11 entries by checking item 22a.
- The Licensing Officer will ensure the most recent copy of the application is retained in the applicants History file.
- The applicant will return the application to the Licensing Examiner with item 22b initialed by the SRB/OQR clerk.

Initial/Renewal

- Prepare part III for signature as follows:
 - Check item 18 “Yes” or “No”.
 - If a license is being issued, assign a license number in item 19.
 - At the same time, enter the date of issue, applicants name, and the license expiration date opposite the card number in the licensing log (Chapter 2).
 - The expiration date, item 21, should be “3years from Date of Issue”, item 20.

Initial/Renewal

- Place a check mark in the box opposite item 22a, requiring a page 11 entry in the applicant's SRB/OQR and unit diary entry.
- A sample page 11 SRB/OQR entry is shown in figure 8-2.
- Record the following information in the Licensing Log:
 - Type of License
 - Date the license
 - Any restrictions imposed on the operator

Initial/Renewal

- For revocation, record the fact, the date, and the reason
- For duplicate licenses complete items 18-21, based on the information contained in the applicants history file, SRB/0QR of the 3270.

Practical Application

Reference Tactical Engineer Equipment
Licensing Application.

Question To Class

Q - Can the skills testing be administered prior to the written exam?

A - NO

OF-346

- Complete both sides giving complete information as shown in fig 8-3.
- On the left of the OF-346, in the top right hand corner, is a block for the card/license number.
- The operators full name, sex, height, weight, date of birth, last four of social security number, and color of hair and eyes. This can be taken from the front of the license application.
- Date issued should be completed, as appropriate, and "Date Expires" entered in DDMMYYYY (19May2011) format.

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- The operator will sign in the applicable blank and the Licensing Officer sign under “Signature and Title of Issuing official”.
- The Licensing Officer will sign and date items 23 and 24 on the application.
- Ensure restrictions are entered on the right side.
- Under “Type Vehicle and/or Equipment” list each item of equipment the operator is qualified to operate, one per line. The “Capacity” column should be left blank.

OF-346

- Initial – base all OF-346 information off the license application.
- Renewal – will have qualifications identical to those on the old OF-346. Destroy the old OF-346 before signing the new one.
- Duplicate – will have information that has been verified off the page 11 or Operator History File.
- Enter the notation “duplicate” on the front/top margin of the OF-346.

Expiration dates will be the same as the original date of issue.

OF 346

- Under “Qualifying Official” the Licensing Officer will sign and date beside each item of equipment.
- Space under “Other Records” may be used as a continuation of equipment.

Practical Application

Reference Tactical Engineer Equipment
Licensing Application and OF-346.

Questions To Class

Q - What is an OF-346?

A - Government Vehicle Operators Permit

Types of License

- Initial License-
 - Base all 0F-346 entries on the information contained in Parts I, II, and III of the application form.
- Renewal License-
 - If there are no new equipment added, transfer equipment from the expired 0F-346.
 - Destroy the old 0F-346 before signing the new 0F-346

Types of License

- Duplicate License-
 - There are no testing requirements with a duplicate 0F-346.
 - Upon verification, issue a new 0F-346
 - Enter the notation "Duplicate" in the front top margin of the new 0F-346.
 - Expiration date (s) will be the same as on the applicants previous license.

Types of License

- Upgrade License-
 - These items of equipment will be added to their current 0F-346.
 - The Licensing Officer will sign and date beside each new entry.
 - The expiration date will be 3 years from the date entered.

Types of License/Misc

- If an operator is licensed on more than eight item of equipment, another OF-346 will be issued.
- The additional OF-346 will give the operator's name and original license number.
- The Licensing Officer will sign and date by each item of equipment.
- In the "Restrictions" block on the right side, enter the notation "Page 2".

Question To Class

Q) How many types of licenses are there?

A) (FOUR) Initial, Renewal, Duplicate, and Upgrade.

Q) For an upgrade, how long is it valid

Disqualification

- When an applicant has performed poorly or has failed to meet any of the requirements in Chapters 4 through 6.
- Verify the Requirements. Refer to Table 8-1 to ensure that all required actions were taken. If Table 8-1 indicates that the applicant is in fact disqualified, use a copy of the application to notify his Commanding Officer or responsible superior, after making the appropriate entries described in paragraphs b through e.

Disqualificati on

- Denial Because of Failure of Physical Examination.
- When a medical officer has declined to certify that an applicant meets the physical requirements to operate the specified items of tactical engineer equipment, the following actions should occur.
- Enter the following notation in item 17, part H: "Disqualified from licensing; physical requirements. Medical certification required prior to submitting a new application."

Disqualification

- Denial Because of Failure of Equipment Knowledge/Awareness Test. Enter the following notation in item 17, Part II: “Not qualified. Recommend further study/training.”.
- Denial Because of Failure of Skill Performance Test. Enter the following notation in item 17, Part II: “Not qualified. Recommend further practice.”

Disqualificati on

- Denial Because of Recklessness, Attitude, Accident, Etc.
- Enter a brief description of the reason for denial of license in item 17, Part II.
- If it is felt the applicant should be disqualified from operating tactical engineer equipment for the Marine Corps, add the following sentence: "Recommend disqualification until applicant demonstrates proper skills and attitudes to operate equipment safely and responsibly."

Disqualificati on

- If disqualification is recommended in Part III, check item 22a as requiring a Page- 11 SRB/0QR entry.
- Forward the Application to the Licensing Officer for the Licensing Officer's review and the Unit Commander's approval prior to requesting the SRB/0QR entries.

Notification/Recording Action

- In all cases, the Licensing Officer signs Part III, "License Action," then sends a copy of the application to the individual who signed item 12 of Part I.
- This constitutes notification to the applicant's Commanding Officer/Responsible Senior of the disposition of the application.
- File copies of all documents relating to the issue or denial of license in the applicant's Tactical Engineer Equipment Operator History File.

Procedures

- Revocation;
- Commanding Officers are authorized to revoke OF-346's held by personnel in their command for a period of 90 days or more.
- Revoked OF-346's should either be destroyed or returned to the Licensing Office for disposition.
- If the Commanding Officer returns the OF-346 to the Licensing Office, "REVOKED UNTIL (date)" should be written across the license and filed in the operators history file.

Remedial Procedures

- Complete retesting is required before the individual becomes eligible to hold the OF-346 again.
- Revocations will be applied for the following reasons:
 - Under the influence of alcohol or controlled substances.
 - Receiving a citation or being found liable for causing a reportable accident/incident while operating equipment requiring an OF-346.
 - At the Commanders discretion for cause.

Remedial Procedures

- Licensing Officers may suspend licenses, for cause, for up to 90 days.
- Licensing Officer will then confiscate the 0F-346 and hold it until the suspension is expired.
- 0F-346 may then be returned to the individual without formal license office processing.
- No retesting is necessary unless Commanding Officer requires it.

Procedures

- All documents relating to an applicants operating status shall be maintained in the history file and all licensing actions not accounted for shall be recorded and explained on the front inside cover.
- Revocations require a page 11 entry stating the date of revocation, period covered, and the reasons for revocation.

Questions

Q - Applicants can be disqualified due to what?

A - Physical Exam, Written/Skill test failure, Recklessness, Attitude, Accident, ect.

Q - Revoking a license is for how long?

A - 90 days or more

Q - Suspending a license is for how long

A - Up to 90 days

SUMMARY

- ▢ Purpose
- ▢ Applicability
- ▢ Personnel required
- ▢ Record keeping
- ▢ Application
- ▢ Physical requirements
- ▢ Testing
- ▢ Recording actions
- ▢ OF-346
- ▢ Remedial procedures

BREAK